



MINUTES

Board of Directors Meeting

Date/Time: February 23, 2022, 1:30-3:30 via Microsoft Teams

Attendees: Jennifer Foster, Chair, Scott Semple, Emily Leslie, Dr. David Messenger, Pytor Hodgson, Marie-Line Jobin, Betty Jo Dean, Carol Ravnaas

Regrets: Brian Devlin, Dr. Morrison

Guests: Mandy Locke, Program Manager, ACTT and Community Housing

Item	Topic	ACTION/ MRP
1.	<p>Orientation to AMHS Education: Assertive Community Treatment Teams M. Locke presented information regarding the Assertive Community Treatment Team (ACTT) including the program description, services provided, and key partnerships. She shared ACTT metrics of client demographics, client care, and the number of hospitalizations. M. Locke concluded her presentation with a story of a client's journey and feedback.</p> <p>A discussion was held regarding the need for Leadership and the AMHS Board to continue to advocate for supportive, affordable housing which would make an immense difference in the lives of AMHS clients.</p>	
2.	<p>Welcome Declaration of Conflict of Interest J. Foster welcomed Board members to the meeting. No conflicts of interest were declared.</p>	
3.	<p>Consent Agenda Items a) Approval of the Agenda b) Minutes of January 26, 2022</p> <p>Moved by E. Leslie, seconded by M. Jobin MOTION: That the Consent Agenda Items February 23, 2022, be approved. Carried</p>	
4.	<p>Board Composition and Succession Planning C. Ravnaas and B. Dean reviewed the pre-circulated Board Composition and Succession Planning Briefing Note. Two recommendations were provided:</p> <ul style="list-style-type: none"> - To provide an overview of the Not-for-Profit Act (NFP Act) to the Board. - A working committee of the Board be convened in March to evaluate the current governance structures, by-laws, and policies as well as future impacts to develop and make recommendations to the Board regarding the 2022 membership elections. Recommendations would be presented at the June 2022 Board meeting <p>Following June 2022, this committee could continue and lead the work relating to compliance with the NFP Act which could then be presented at the 2022/23 AGM.</p>	

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	<p>J. Foster will provide an overview of the NFP Act at the March 23rd Board meeting. The Board Work Plan will be amended to show the overview in March instead of April and the updated Board Work Plan will be provided at the March Board meeting.</p> <p>Board members are encouraged to consider membership on the working committee. Membership will be discussed and finalized at the March Board meeting.</p>	<p>Amend the Board Work Plan and provide it at the March Board Meeting</p> <p>Board members to consider membership on the working committee. Membership to be discussed and finalized in March</p>
5.	<p>2021/22 Q3 Review of Joint Executive Work Plan and QIP report</p> <p>C. Ravnaas and B. Dean reported on the Joint Executive Leadership 2021/22 Q3 Work Plan and QIP Report. Most of the work plan priorities are on track or completed. Some priorities will continue into next year's work plan as the agency stabilizes and establishes greater operational maturity.</p> <p>A suggestion was made to change the wording in the Work Plan under “Develop a planned approach to Diversity and Inclusion for the Agency to include....” Change to reflect all peoples.</p> <p>The QIP initiatives are tracking well with two exceptions. The two exceptions will be further investigated with leadership to understand and evaluate these results and actions will be taken to make improvements.</p> <p>Drafts of the 2022/23 JEL Work Plan and QIP report will be presented at the March Board meeting.</p>	<p>Change to “Develop a planned approach to Diversity and Inclusion for all peoples served by the Agency .</p> <p>B. Dean to share the Barrett Values Survey with the Board</p>
6.	<p>Joint Executive Leadership Report</p> <p>The Joint Executive Leadership Report was reviewed. Items reported on include planning and activity updates, community partnerships and development, Q3 financial status, service status, the Cultures Values and Engagement project, and risk items for this period. The 2022-23 budget planning will be presented at the March Board meeting.</p> <p>C. Ravnaas indicated that the Board could help to advocate for more supportive and affordable housing for clients. Once the Homelessness Collective Impact Group from Kingston makes recommendations, it is hoped that AMHS Board along with KCHC and Homebase Housing Boards can meet to discuss how our Boards can advocate for housing for our clients.</p>	
7.	<p>Summary Report on Risk Events</p> <p>B. Dean provided background and information regarding risk reporting at AMHS. The Joint Executive Leadership Report includes a summary of risk items that can have a significant financial and/or labour issue for the agency monthly. A quarterly risk</p>	

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	<p>report will provide the Board with an update on risk tracking and activities of the agency. A new risk reporting policy and program were launched in 2021 to better match the agency's current structure. A summary of the highlights of the fiscal year-to-date risk activity reports was discussed.</p> <p>Suggestions made regarding reporting risks to the Board were:</p> <ul style="list-style-type: none"> - High severity level significant events be reported to the Board, so they are aware. - The distinction between risks is important and chronic issues that may impact the community should be reported and shared with the Board. 	
8.	<p>Other/New Business</p> <p>a) b)</p>	
9.	<p>Round Table</p> <p>A discussion was held on the importance of the work at AMHS by staff, volunteers, and the Board. A reminder was made on the impact on families experiencing a mental health or drug crisis with a loved one. Family members need support or guidance on processes and to help the person in crisis. It was suggested that perhaps a brochure/pamphlet could be provided for family members or friends on the process the client is going through and supports available for a person in crisis and for their family.</p> <p>The Family Resource Centre is available to provide support to families and friends of a person in crisis. They can also provide resources and make referrals to available services.</p> <p>It was suggested that this topic be on a future Board meeting agenda.</p>	
10.	<p>Adjournment</p> <p>On a motion by E. Leslie, the meeting was adjourned.</p>	
11.	<p>Date of Next Meeting March 23, 2022</p> <p>Education Session: Not for Profit Act Membership on the Governance Working Committee 2022/23 Budget Review of Board Policies: Board Meetings, Committees of the Board, Minutes of the Board, Collaborative Governance</p>	

Board Portal: <https://board.amhs-kfla.ca/wp-login.php>

Chair: Scott Semple

Vice-Chair: Jennifer Foster

Secretary: Emily Leslie

Treasurer: Dr. David Messenger